

Department: Radiology	Section: All	Effective Date: 05/2006
Procedure Number: 4.5		Revision: 1/2016

## Radiology Ordering Procedure

### Purpose:

To delineate policy and procedure for ordering radiological examinations.

### Policy:

1. Computerized physician order entry (CPOE) will be used for all orders by providers in inpatient and outpatient settings.
2. Order Requirements:
  - Specific radiology procedure desired;
  - Valid clinical indication for the procedure;
  - Priority: STAT, Future, Routine.
3. Definitions:
  - **Clinical indication for the procedure** is the reason for ordering a given study. "Physician's order", "Rule Out", Pre-Op," etc., are not acceptable clinical indicators. Often, the patient's admitting diagnosis is not related to the radiology procedure ordered and is therefore not acceptable. It is useful to think of the specific clinical signs and symptoms that prompted the need for radiology. Mammography orders should include the clinical indicators which warrant the exam, including problem(s), clock location, and right/left breast must be included.
  - **STAT**: In the clinical judgment of the physician, the results of a radiology procedure are required immediately to facilitate treatment of a patient whose condition is or could become critical. STAT must be reserved for true emergent situations. Procedures that are ordered STAT will have the images available for viewing on PACS within one hour from the time the order is received. STAT CT/MRI orders require a follow up telephone call due to limited resources.
  - **Future**: Future orders are placed for further follow up and will be completed at a later time.
  - **Routine Orders** constitute the majority of radiology orders and are applicable to those instances where time of completion is not a major consideration. Routine procedures are started within 24 hours of receipt of the order.

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